

SECRET

Approved For Release 2006/11/15 : CIA-RDP75-00399R000100070120-7

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
CAPER-List A-Status of Personnel Cases in Process in
Appraisal Section PSD

2. TYPE OF REPORT
STATISTICAL
NARRATIVE
☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
PERSONNEL
LOGISTICS ☒ TRAINING
SECURITY
MEDICAL
FINANCE
ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
1--on 20th of month
4--at end of month
5. FREQUENCY (weekly, monthly, quarterly, etc.)
twice each month
6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of the month
4--at end of the month

7. FORMAT (memorandum, form, computer print-out, etc.)
Computer Print-Out
8. ADP PROCESSING
☒ YES IF YES GIVE ADP PROCESSING NO.
NO 580
9. DIRECTIVE AUTHORITY REQUIRING REPORT
25X1
(basic policy statement)

10. PREPARING COMPONENT (include lowest level contributing information to report)
OCS
OS/SR & CD
11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)
Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH						
	389		.05		19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
10 (Single Copy)	.05	.50	24	12.00	
40 (Multicopy)	.03	1.20	24	28.80	

TOTAL COSTS PER YEAR

\$390.90

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing showing the Personnel cases pending in Appraisal Processing, and the date that each case arrived for appraisal. List used to validate manual records, and manual records used to validate accuracy of CAPER file.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS ☒ OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.
CHANGE
DISCONTINUE

MAN-HOURS
DOLLARS
25X1

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

1 October 1970

Approved For Release 2006/11/15 : CIA-RDP75-00399R000100070120-7